

*******JOB OPPORTUNITY*******
NON-APPROPRIATED FUND (NAF) POSITION

*****AMENDMENT *****
(Salary Range Changed)

ANNOUNCEMENT NUMBER: 16-081

OPENING DATE: 05/31/2016
1st CUT OFF DATE: 06/09/2016
CLOSING DATE: OPEN UNTIL FILLED

POSITION TITLE: RECREATION AID (CONCESSIONAIRE), NF-0189-01

SALARY: \$7.25 - \$11.00 PER HOUR

WORK SCHEDULE: FLEXIBLE PART TIME (20 hours per week)

**LOCATION: USNAVSUPPACT, MWR, REEL TIME THEATER II, SUPPORT SITE,
NAPLES**

AREA OF CONSIDERATION: Local commuting area , current permanent U.S. Citizen NAF/APF employees; U.S. citizen spouses of active duty military members; U.S. citizen family members of active duty military members and DoD civilian dependents.

Note: the NATO Status of Forces Agreement (SOFA) between Italy and the United States prohibits the hiring of any person who holds Italian citizenship and is considered a Dual National by the Italian Government into any U.S. position. Those U.S. citizens who are considered "ordinarily resident" in Italy are also ineligible for employment by U.S. commands and activities in Italy.

INTRODUCTION:

This position is located in the Mission Essential Activity Division, Morale Welfare and Recreation Department, Naval Support Activities, Naples, Italy. The incumbent of this position performs duties independently in the ticket office and/or the snack bar in accordance with prescribed practices and general directions at the theater.

Major duties and responsibilities:

The incumbent ensures that adequate change fund is on hand while performing duties in the Ticket Office and or Snack bar.

In the Ticket Office, the incumbent sells tickets; operates ticket dispenser and cash register. Receive and account for cash and tickets in accordance with MWR Standard Operating Procedures. Completes Daily Activity Report (DAR) and secures deposit of daily cash receipts.

Checks identification card of all patrons in civilian clothing and selling tickets only to authorized patrons. Insure that patrons are in proper civilian attire.

In the Snack bar, the incumbent is responsible for selling, soda hotdogs, popcorn, candy and other related items to eligible patrons and is also responsible for replenishing beverage dispensers.

Ensures proper display and price marking of items for sale and adherence to correct receipt and pricing procedures. Maintains sales records and accountable documents in accordance with Navy sanitary regulations.

Ensure that adequate stock levels are maintained and assist in taking inventory by arranging food items in sequence on storage shelves and in the refrigerated areas. Ensures sufficient sale items are on hand to meet expected demand by requisitioning/receiving-needed items, as required, in accordance with proper procedures. Conducts inventory. Assist in maintaining good order and discipline through the theater during all showings.

Knowledge, Skills and

Ability to provide prompt, courteous and professional customer service.

Ability to follow verbal and written instructions.

Ability to handle cash.

Ability to deal effectively with others.

Capability to follow verbal and written instructions.

Qualification requirements:

Applicants must have a minimum of six months of general experience. General experience is experience which demonstrates the ability to perform the above stated duties.

OR

Education:

Successful completion of 1 year above high school with course(s) related to the occupation.

To receive credit for education above high school and training YOU MUST ATTACHE copies of transcripts, certificates, or other acceptable evidence to your application.

OTHER INFORMATION: Some positions have special requirements. Selection may be tentative pending the completion of these requirements. Applicants are required to submit proof of education. Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease. Must obtain and maintain a valid food handler's card. All selections are contingent upon satisfactory employment reference checks. Employment is subject to successful National Agency Background Check.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodations should call 011-39-081-568-5612 or email their request to NAFPersonnel@eu.navy.mil to ensure proper consideration is given. The decision to grant an accommodation will be made on a case-by-case basis.

HOW TO APPLY: Send resume and required documents (see below) via email to NAFPersonnel@eu.navy.mil or by fax to 011-39-081-568-8014.

Reference the vacancy announcement number and position title on your submission and ensure your resume contains all the information required in this vacancy announcement. Failure to provide vacancy announcement number or all the documentation required may result in non-consideration.

Completed resume must be received by 11:59pm Local Time on the closing date. Please direct inquiries to: NAFPersonnel@eu.navy.mil

REQUIRED DOCUMENTS

All applicants must provide the following:

- Resume
- Proof of education and training (official transcripts and certifications)
- Declaration of Federal Employment, OF-306
- Overseas Residency Questionnaire
- Complete and legible copy of sponsors PCS orders
- Copy of U.S. Government no-fee passport (the pages with photo, passport number, expiration date, and visa)
- Copy of Sojourner's Permit or receipt of application if recently applied
- Preference Entitlement Survey

If applicable, also provide the following:

- Copy of most recent SF-50/PAR (or equivalent), if current or former NAF/APF employee
- SF-15 and necessary supporting documentation, if claiming Veteran's Priority Consideration
- DD-214, Certificate of Release or Discharge from Active Duty

AGENCY CONTACT INFO

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NAF Personnel

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